

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: JANUARY 8, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
MONTESI
STRAINER
DICKINSON
GIRARD
MASON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BENTLEY
CONOVER
LOEB
VANSELOW
WESTCOTT
WOOD
KATHY BARRIE, PERSONNEL OFFICER
ROBERT IUSI, DIRECTOR, PROBATION
MIKE SWAN, COUNTY TREASURER
BARBARA TAGGART, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
JEFFERY TENNYSON, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
BUD YORK, WARREN COUNTY SHERIFF
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Taylor called the meeting of the Personnel Committee to order at 10:00 a.m.

Motion was made by Mr. Mason, seconded by Mr. Strainer and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel agenda, along with an agenda addendum, were distributed to the Committee members, copies of same are on file with the meeting minutes.

Commencing the agenda review with Section III, Action Agenda, privilege of the floor was extended to Kathy Barrie, Personnel Officer, who was in attendance to present an updated listing of County employees who were only required to punch the time clock once per day. Mrs. Barrie advised that she had printed a listing of employees not eligible for overtime pay who were only required to punch in once per day from the Novatime time keeping system. She noted that prior Resolution No. 100 of 2012 authorized the aforementioned timekeeping policy and included a listing of the participating positions and she advised that periodic updates to the listing were necessary; she then requested to amend Resolution No. 100 of 2012, as such.

Paul Dusek, County Administrator, confirmed the use of the timekeeping procedure outlined by Mrs. Barrie, explaining that this procedure provided a measure of attendance accounting for personnel not eligible for overtime pay, while allowing them to work as many hours as needed. He continued that employees required to punch in and out at the beginning and end of their shift, as well as for lunch breaks, were paid for overtime worked and therefore alternative time keeping measures were required. Mr. Dusek asserted that this policy had been developed in accordance with the Fair Labor Standards Act and had received Board approval by virtue of Resolution No. 100 of 2012. He then questioned what changes to the listing of positions were being requested. Mrs. Barrie responded that she had not had a chance to reconcile the listing to determine which positions were to be added to or deleted from the listing included in the prior resolution and she suggested that the item be tabled until the next Committee meeting in order to allow time for this review; Mr. Dusek agreed with Mrs. Barrie's

recommendation.

Mr. Kenny questioned whether the employees only required to punch in once per day typically did so upon beginning their work shift and Mr. Dusek responded affirmatively.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to table this item for further discussion at the next Committee meeting.

Moving on to agenda item 2, referrals from the Criminal Justice Committee, Mr. Taylor outlined two requests from the Probation Department. Item 2A, he said, was a request to fill the vacant position of Probation Supervisor #2, Annual Salary of \$57,000, due to resignation; he pointed out that this was a non-mandated, non-Union position. Item 2B, he continued, consisted of a request to fill the vacant position of Probation Officer, Grade 19 Annual Salary of \$41,060, due to promotion and he noted this was a non-mandated, Union position. Mr. Taylor apprised that each position received 12% State reimbursement respectively and advised that filling the positions would not cause a budget increase as funding for both was already included in the 2013 Budget.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve items 2A and 2B as outlined above and the necessary resolutions were authorized for the January 18th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Mr. Taylor announced that agenda Item 3 consisted of a referral from the Human Services Committee, Office for the Aging and he presented a request to fill the vacant position of Meal Site Manager #8 (Bolton), Grade 2 Annual Base Salary of \$18,730 (part-time, not to exceed 30 hrs per week). This was a non-mandated, Union position which received 100% State reimbursement, he said, and he pointed out that the work hours associated with the position would be reduced to 25 per week, (5 per day instead of 6), resulting in a \$3,910 savings to the 2013 County Budget.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the January 18, 2013 Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Mr. Taylor announced that agenda items 4A - 4D consisted of referrals from the Social Services Committee, Department of Social Services. Item 4A, he said, was a request to fill the vacant position of Deputy Commissioner, Annual Salary of \$60,000, due to promotion and he advised this was a non-mandated, non-Union position which received 50% Federal and 25% State reimbursement. Mr. Taylor asserted that the filling of this position would result in a neutral impact to the 2013 Budget.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve the request and the necessary resolution was authorized for the January 18th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Moving on to Item 4B, Mr. Taylor outlined a request to fill the vacant position of Principal Social Welfare Examiner #2, Grade 15 Annual Base Salary of \$36,410, due to resignation. He mentioned this was a mandated, Union position which received 50% Federal and 50% State reimbursement and he pointed out that the filling of this position would result in a decrease of \$9,288 to the 2013 Budget.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the previously mentioned request and the necessary resolution was authorized for the January 18th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Mr. Taylor advised agenda item 4C included a request to fill the vacant position of Senior Social Welfare Examiner #11, Grade 11 Annual Base Salary of \$33,026, due to retirement. He said this was a non-mandated, Union position which received 50% Federal and 50% State reimbursement and he noted that filling of this position would result in a decrease of \$7,330 to the 2013 Budget.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the January 18th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Item 4D, Mr. Taylor explained, consisted of a request to fill the vacant position of Confidential Secretary, Annual Base Salary of \$34,050, due to termination. He advised this is a non-mandated, non-Union position which received 50% Federal and 25% State reimbursement and that filling the position would result in a decrease of \$2,450 to the 2013 Budget.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve the request and the necessary resolution was authorized for the January 18th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Mr. Taylor announced that agenda item 5 consisted of items to be discussed by the County Administrator, which he asked Mr. Dusek to address. Mr. Dusek reminded the Committee members that they, and subsequently the Board of Supervisors, had approved a resolution adopted at the December 21, 2012 Board meeting which included certain changes for new non-Union employees, all of which revolved around health insurance benefits. Subsequent to that meeting, he said, it had occurred to him that additional changes should be made to the standards for sick and vacation leave benefits, similar to those implemented for Union employees. Mr. Dusek then proceeded to list the recommended changes, as follows:

- Reduction of sick leave accruals from twelve (12) to ten (10) days per year for new non-Union employees;
- Elimination of the \$400 sick leave incentive bonus previously offered for not using any sick leave time in a given year for both new and existing non-Union employees;
- Elimination of sick leave benefit payout provisions upon retirement for new non-Union employees; and
- Modification of the vacation time accrual process for new non-Union employees authorizing vacation hours to be earned by pay period and specifying that the hours earned cannot be used until after the sixth month of employment.

Mr. Dusek reiterated that all four of the aforementioned items had been applied for Union employees in the new CSEA collective bargaining contract and it was appropriate to enforce the same for non-Union employees, as well.

Motion was made by Mr. Kenny and seconded Mr. Merlino to implement the recommendations made by Mr. Dusek.

Mr. Strainer questioned what percentage of accumulated sick time was paid out to employees upon retirement and Mr. Dusek replied that retiring employees received a payout of 50% of their accumulated sick time up to a certain limit, which he said he believed to be either 160 or 170 days, in essence, allowing them payment for 80 to 85 days. Mr. Dusek advised that if approved, his recommendation would end this provision for new non-Union employees in the same manner as it had already been eliminated for new Union employees. Mr. Strainer stated his concern that if provisions for payout of earned sick time upon retirement were abolished, the County would essentially be forcing employees to use those hours prior to their retirement date. Mr. Dusek responded that sick leave time was not meant to serve as a financial benefit to employees, but rather to allow them appropriate time to use

during an absence due to sickness.

There being no further questions on the matter, Mr. Taylor called the question and the aforementioned motion was carried by unanimous vote, thereby authorizing the necessary resolution for the January 18th Board meeting.

Mr. Taylor proceeded with a review of the Personnel Agenda Addendum document, noting that all of the items listed (1A-1D) consisted of referrals from the Social Services Committee, Countryside Adult Home. Item 1A, he advised, consisted of a request to fill the vacant position of Building Maintenance Mechanic #1, Grade 13 Annual Base salary of \$34,564, due to resignation. Mr. Taylor stated this was a mandated, Union position which received 50% State reimbursement.

Motion was made by Mr. Montesi, seconded by Mr. Kenny and carried unanimously to approve the request and the necessary resolution was authorized for the January 18th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Continuing to Item 1B, Mr. Taylor outlined a request to amend the Departmental Table of Organization to change an Institutional Aide position from full-time (40 hours per week) to part-time (12 hours per week) with an Annual Base salary of \$24,215, pro-rated to 12 hours per week.

Motion was made by Mr. Sokol, seconded by Mr. Mason and carried unanimously to approve the request and the necessary resolution was authorized for the January 18th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Taylor announced that Item 1C included a request to amend the Departmental Table of Organization to change the Leisure Time Activities Aide #1 position from part-time (12 hours per week) to full-time (40 hours per week) and to fill the vacant position in order to assist with the running of the Adult Day Care Program. He pointed out that in combination with the change requested in Item 1B, this action would be Budget neutral.

Motion was made by Mr. Kenny, seconded by Mr. Montesi and carried unanimously to approve both the request to amend the Departmental Table of Organization and to fill the vacant position, and the necessary resolutions were authorized for the January 18th Board meeting. *Copies of the both the resolution request form and Notice of Intent to Fill Vacant Position Form are on file with the minutes.*

Item 4D, Mr. Taylor advised, included a request to amend the Departmental Table of Organization to delete one part-time Institutional Aide position (24 hours per week) and create three part-time Institutional Aide positions (8 hours per week) which would be filled using per diem aides.

Motion was made by Mr. Mason and seconded by Mr. Girard to approve the request.

In response to a question posed by Mr. Montesi, Deanna Park, Director of the Countryside Adult Home, advised that there were currently three per diem aides used who were not guaranteed any work and this change would assure that they would receive at least eight work hours each week. She continued that this action was being taken in an effort to maintain the availability of the per diem staff.

There being no further discussion on the matter, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the January 18th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Taylor announced the next order of business would be to discuss collective bargaining negotiations for the SEA (Sheriff's Employee's Alliance), for which an executive session would be necessary.

Motion was made by Mr. Sokol, seconded by Mr. Montesi and carried unanimously to enter into executive session pursuant to Section 105(e) of the Public Officer's Law.

Executive session ensued from 10:16 a.m. to 10:39 a.m.

Upon reconvening, Mr. Taylor advised that no action had been taken during the executive session.

Concluding the agenda review, the Pending Items section was addressed, as follows:

- 1) With respect to the vacant Director of Nursing position at the Westmount Health Facility, Mr. Kenny questioned whether any advancements had been made to fill the position. Mr. Dusek replied in the negative, advising that contracted services were still being utilized. Mr. Strainer asked if any qualified candidates had applied for the position and Mr. Dusek replied that no resumes meeting the specified requirements had been received. Mr. Dusek advised that the Personnel Officer continued to advertise the vacancy and he noted that the qualifications for the position had been lowered in an effort to attract a qualified applicant. He expounded that they had initially desired a candidate with five years Director of Nursing experience and that requirement had been lowered to a certain amount of Assistant Director of Nursing experience; however, he said he did not believe the lesser qualification had been advertised, as of yet. Mrs. Barrie confirmed that there had been an error in advertising the position as the newspaper had run the old advertisement, rather than the new one. She said the matter was being rectified and the new advertisement should be listed shortly. Mrs. Barrie stated it was her understanding that the qualifications for the position had been lowered to require two years Director of Nursing experience and Mr. Dusek advised that he and Mrs. Barrie would need to meet and determine the correct qualification revisions. Chairman Geraghty questioned whether any of the previously received resumes for the Director of Nursing position now qualified in light of the lowered experience requirements and Mr. Dusek replied that he was unsure and he said they would need to review all of the previously received submissions to make this determination. Mr. Dusek said there were some merits to maintaining contract services for the Director of Nursing position in the short term, as the current incumbent's high level of experience would prove valuable during the upcoming State audit of Westmount Health Facility. Chairman Geraghty pointed out that the costs associated with the contract Director of Nursing services were considerable and they should not lose sight of their financial impact to the County.
- 2) Mr. Taylor noted that requests to fill the vacant positions of Mealsite Manager #7 (Office for the Aging) and Leisure Time Activities Aide #1 (Westmount Health Facility) were tabled at the November 7, 2012 Personnel Committee meeting due to the hiring freeze and Committee action would be necessary to address them.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to authorize both of the above referenced positions to be filled and the necessary resolutions were authorized for the January 18th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position Forms are on file with the minutes. Note: Subsequent to the meeting, it was determined that the Mealsite Manager #7 position listed above was actually the same as the Mealsite Manager #8 position approved in agenda item 3.*

- 3) Requests to create and fill positions of Full-Time LPN (floating shift) and Full-Time RN (floating shift) at the Westmount Health Facility were tabled at the December 12, 2012 Personnel Committee meeting, Mr. Taylor advised, and he said Committee action would be necessary to allow the positions to be created.

Motion was made by Mr. Mason, seconded by Mr. Montesi and carried unanimously to authorizing creation of the two positions referenced above, thereby amending the Departmental Table of Organization, and the necessary resolutions were authorized for the January 18th Board meeting. *Copies of the requests are on file with the minutes.*

Returning to the issue of Director of Nursing Services for Westmount Health Facility, Mr. Montesi said he understood the opinion that retaining the contracted services of an experienced individual for the upcoming Facility audit had merit, but agreed that the resulting expenses were exorbitant. He then questioned whether they were any closer to advertising the Facility for sale and removing it from the County's responsibility; Mr. Dusek responded affirmatively, advising the Facility had been advertised for sale and apprised that he and Barbara Taggart, Administrator of the Westmount Health Facility, had toured the building on that day with an interested party. Mr. Dusek concluded that the formal bid opening for responses to the RFP (request for proposal) for sale of the Facility was February 7th.

There being no further business to come before the Personnel Committee, on motion made by Mr. Kenny and seconded by Mr. Girard, Mr. Taylor adjourned the meeting at 10:43 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board